State of Rhode Island Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** March 10, 2003

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: NEW OUT OF STATE TRAVEL PROCEDURES

As of September 30, 2003, the contract with the state's central travel agent expired and was not renewed. Our intent in ending the use of a central travel agent was to allow travelers to book less costly travel via the Internet.

After six months without a Central travel agent, travelers overwhelmingly indicated that cost savings have been offset by the time spent making their own travel arrangements. Flight changes, credits, etc. have proved to be exceptionally difficult without the services of an experienced travel agent. Additionally, some travelers have found it a hardship to use their personal credit card and seek reimbursement at a later time.

Because of the above issues, it has been decided to return to a central travel agent. A Request for Proposal (RFP) is being formalized for this purpose. In the interim, Departments are instructed to use CWT Donovan Travel (Donovan Travel) for their state travel needs.

A Travel Request (A47) signed by an authorized agent will continue to be sent to the Budget Office for approval. The A47 will then be sent to the Controller's Office for assignment of an Authorization Number. When the traveler calls Donovan Travel, he or she will provide them with both the authorization number and the RI-SAIL account number to be charged.

After the RFP has been awarded, the current payment mechanism will be replaced with a departmental centralized "ghost card." (Don't be scared of ghosts!) What this means is the following:

- Each department will have it's own purchase card limited to travel (airfare, lodging and car rentals ONLY).
- Each department's name will be embossed on the Card (**not an individual's name**)
- Travelers from departments without a travel purchase card **must** use their own personal credit card and seek reimbursement after the completion of travel. No cash advances will be given.

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• In order to establish your department's centralized ghost card, you must complete the attached spreadsheet and return via email to Joyce Gervasio at <u>JoyceG@gw.doa.state.ri.us</u>

If you have any questions concerning the "ghost card" or the completion of the spreadsheet you can contact either Maureen Fletcher at <u>MaureenF@gw.doa.state.ri.us</u> or Joyce Gervasio at the above stated email address.

It is imperative that you provide us with your completed spreadsheet by **April 4, 2003** to assure that your department's "ghost card" is available for the new RFP Vendor.

/hh CFO:03-45

APPLICATION FOR DEPARTMENTAL CENTRALIZED "GHOST CARD"

Agency Name	Who Will Receive Transaction Notifications	Business Address Where Statement Should Be Mailed				Include (401)	Contact Person's E-Mail Address
Department Name	Contact Name	Street Address	City	State	Zip	Contact Phone	Email
Administration	Tina Travel	1 Capitol Hill	Providence	RI	02903	401 222-1111	tinat@doa.com

		Amount Needed for Travel Needs	All Acct's Associat most used accour default account.		Cost Center if needed- must be set up in RISAIL		
	MMN	DOB	Mo Limit	Fund/ Agency	Sequence	Natural Acct	Cost Center
033-99-8888	Baggage	1/1/20	5000	1068	12345678	639160	68:1234
					23123456	639160	
					23568978	639160	68:2356
					12356458	639160	

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Department Name	Contact Name	Street Address	City	Contact Phone	Email		
			,	State	Zip		

Complete All Three (3) for Contact Person to Enable He/She to Contact Bank		Amount Needed for Travel Needs	All Acct's Associat most used accour default account.			Cost Center if needed- must be set up in RISAIL	
SSN	MMN	DOB	Mo Limit	Fund/ Agency	Sequence	Natural Acct	Cost Center